



Ordre  
des ergothérapeutes  
du Québec

## APPLICATION FOR SPECIAL AUTHORIZATION TO PRACTISE THE PROFESSION OF OCCUPATIONAL THERAPIST IN QUÉBEC

Pursuant to the *Professional Code*, the Ordre des ergothérapeutes du Québec (OEQ) is the organization appointed to protect the public by controlling the practice of the profession and the competencies of occupational therapists. The *Professional Code* stipulates that **any person wishing to use the title of occupational therapist, the abbreviation “erg.” or the initials “O.T.” or “O.T.R.” and engage in reserved professional activities must hold a permit and be registered with the OEQ.**

However, the *Professional Code* also provides that the Board of Directors of the Order may issue special authorization allowing a person who is legally authorized to practise the profession of occupational therapist outside Québec to do so within the territory of the province of Québec. Special authorization allows the recipient to use the title of occupational therapist and to engage in reserved professional activities on behalf of any individual or group for the period indicated, which may not exceed twelve months.

The procedures set out below are those recommended by the Ordre des ergothérapeutes du Québec for applications for special authorization pursuant to section 42.4 of the *Professional Code*.

### WHEN MUST SPECIAL AUTHORIZATION BE REQUESTED?

#### If interactions with patients are planned

If the proposed professional activities within the territory of the Province of Québec involve interactions with patients, the Order requires that the person concerned, for reasons of public protection, must always apply to the Order for special authorization to engage in professional activities.

#### If interactions with patients are not planned

For occasional activities within the limited framework of a specific activity such as a conference or symposium not involving interactions with patients, the Order does not object to the use of the title of occupational therapist by a person who is legally authorized to practise the profession of occupational therapist outside Québec, provided the person himself or herself, or the individuals or organizations using that title to refer to the person, stipulate the recognized regulatory organization to which the person belongs or, if no such organization exists, the national representative professional organization with which the person is affiliated<sup>1</sup>. For example, a person could be described as “Mary Smith, Occupational Therapist, member of the College of Occupational Therapists of Ontario, or “Delphine Dupont, Occupational Therapist, member of the French National Association of Occupational Therapists”. In such cases, the person is not required to approach the Order first.

However, nothing in this document shall be interpreted as preventing a person from mentioning the title of a diploma obtained from an educational institution.

#### Duration of the authorization

The duration of the authorization cannot exceed 12 months and may be renewed only by the Board of Directors.

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<sup>1</sup> In view of the Canadian context, where only the provincial regulatory organizations are authorized to regulate the profession of occupational therapist, membership of the Canadian Association of Occupational Therapists alone is not sufficient, except in the Northwest Territories, Yukon and Nunavut.

## INSURANCE

A person who applies for special authorization must prove that he or she is covered, for the duration of his or her stay in Québec, by professional liability insurance that fulfills the requirements set out in the *Regulation respecting professional liability insurance for occupational therapists*.

## ADMINISTRATIVE COSTS

Administrative costs of not less than CAN \$100.00 (plus tax) will be charged. This fee is for a special authorization of 1 month. \$50.00 (plus tax) will be charged for every additional month.

Duration of the special authorization	Administrative fee (plus tax)	Duration of the special authorization	Administrative fee (plus tax)
1 month	\$100.00	7 months	\$400.00
2 months	\$150.00	8 months	\$450.00
3 months	\$200.00	9 months	\$500.00
4 months	\$250.00	10 months	\$550.00
5 months	\$300.00	11 months	\$600.00
6 months	\$350.00	12 months (maximum duration)	\$650.00

## DOCUMENTS REQUIRED WHEN APPLYING FOR SPECIAL AUTHORIZATION

The applicant must submit the following documents to the Order:

- ✓ A duly completed copy of the special authorization application form, stating:
  - the period for which the special authorization is requested;
  - the place to which the person is assigned for his or her stay in Québec, and the individual or group on behalf of which the person intends to practise;
  - the frequency and nature of the professional activities to be carried out.

The form must be accompanied by:

- ✓ a short, up-to-date résumé;
- ✓ proof of professional liability insurance;
- ✓ an attestation from the regulatory organization controlling the practice of the profession of occupational therapist or, where there is no such organization, from the equivalent national representative organization in the place where the person practises, stating that the person is a paid-up member. The attestation must stipulate:
  - that the person has not been the subject of a measure or sanction that would limit or suspend his or her right to practise;
  - the permit class (e.g. active, inactive, regular, retired, etc.);
- ✓ an “Authorization for release of information (regulatory history)” form completed by any professional order, regulatory organization or national organization in Québec, Canada or elsewhere in the world that you are or have been a member of.

- ✓ the program of activities (symposium, conference, teaching mandate or clinical immersion) where available;
- ✓ payment of the appropriate administrative expenses.

The Order reserves the right to request a copy of the person's diploma or any other document it deems necessary.

If a document submitted in support of your application is in a language other than French or English, you must also provide a translation into French or English, accompanied by a sworn declaration from the translator.

#### **HOW TO APPLY**

For a copy of the special authorization application form, or if you have additional questions, please contact us by e-mail at [admission@oeq.org](mailto:admission@oeq.org).